



## COMMONWEALTH of VIRGINIA

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### **MEMORANDUM**

**TO:** Heads of State Agencies and Institutions of Higher Education

**FROM:** Lemuel C. Stewart, Jr., CIO of the Commonwealth

**SUBJECT:** Promulgation of COV ITRM Standard SEC2003-02.1, Revision: *"Removal of Commonwealth Data from Surplus Computer Hard Drives and Electronic Media Standard"*

This memorandum announces the adoption of the subject COV Standard. This document may be referenced by clicking on the following link:

[http://www.vita.virginia.gov/docs/psg/SMS\\_COV\\_ITRM\\_Std\\_SEC2003-02-1-f-eff-030804.pdf](http://www.vita.virginia.gov/docs/psg/SMS_COV_ITRM_Std_SEC2003-02-1-f-eff-030804.pdf)

The purpose of the Standard is to provide State agencies and institutions of higher education with a strong process for the removal of Commonwealth data from surplus computer hard drives and electronic media. Given the urgency of the findings, the Standard was approved without the usual advance comment period. Concurrent with its publication the Standard was available on the Online Review and Comment Application, ORCA, for a 30 day review and comment period.

This modification to the Standard reflects a number of the comments received. Specifically, it aligns the Overwriting section of the Standard with recommendations from the Virginia State Police Computer Evidence Evaluation Unit to overwrite an entire disk once and then verify the process is successful. This change replaces the Department of Defense practice of multiple pass requirements. Additionally, this modification removes from the Standard a specific list of recommended software and instead refers the reader to the VITA website for the list of recommended software.

Questions regarding this document should be directed to Paul Lubic, Manager of Policy, Practice and Architecture at (804) 371-0004 or [paul.lubic@vita.virginia.gov](mailto:paul.lubic@vita.virginia.gov).

cc: Cheryl Clark., Deputy Chief Information Officer  
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